

Appendix A

Application Checklist

WV STOP Violence Against Women Grant Program

STOP VAWA Application Checklist

Applicant: _____

Amount
Requested: _____

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General Administrative Information – Page 1

- ☐ Applicant Information Complete
- ☐ Type of Agency is Marked
- ☐ Project Director Information Complete
- ☐ Fiscal Officer Information Complete
- ☐ Amount Requested is Complete
- ☐ Percent Breakdown by Crime Category is Complete
- ☐ Number of Years Previously Funded is Provided
- ☐ Estimated Number of Victims to be Served is Provided
- ☐ Geographic Area to be Served is Provided
- ☐ List of Participating Agencies is Provided
- ☐ Project Title is Provided
- ☐ Project Description is Provided
- ☐ Authorized Official Information is Complete – **with ORIGINAL Signature**

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Budget Information – Pages 2 - 4

- ☐ Budget Summary (Complete with Applicant Name, FEIN & DUNS Numbers)
- ☐ Funding Strategy Complete - List of all Federal, State and Local funds
- ☐ Budget Detail Provided (for all applicable agencies & categories)
- ☐ Budget Justification Provided (Detailed w/ match included & labeled)
- ☐ If requesting Sexual Assault Set Aside Funds have explained in detail on Pages 3 and 4 what these funds will be used to fund and have met all requirements.

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Project Narrative – Page 5

Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to (each section should be titled and, in this order,):

- ☞ **Problem Statement/Statement of Need** – Problem clearly identified
 - Target population identified and described, and needs outlined
 - Supporting data is provided
- ☞ **Program Description and/or Solution to the Problem**
- ☞ **Underserved Populations Component**
 - Identified underserved Population
 - Provided supporting statistical information for the service area requesting funding
 - Identified how they will provide outreach to identified underserved Population
- ☞ **Limited Language Proficiency Plan**

☞ **Collaboration**

☞ **Plan of Sustainability**

☞ **Sexual Assault Set Aside** (if applicable) – Addressed the following:

- How the program will “meaningfully address sexual violence. How the funds will be utilized to both provide quality and responsive services to victims of sexual assault and build the state’s capacity to do so and if they are working currently with West Virginia’s Sexual Assault Coalition.
 - A program needs to provide their agency mission statement or that a part of it shows they provide services to sexual assault victims;
 - There is specific initial training on sexual violence for staff (with documents showing training); on-going training on sexual violence for staff (with demonstrated method for documenting training);
 - Inclusion of sexual violence services in the agencies publications/media materials
 - Sexual Assault Services must be provided outside the context of domestic violence.

☞ **Cultural Specific Funds** (if applicable): Addressed the following:

- An organization is eligible to receive the culturally-specific set aside if the organization is a nonprofit, nongovernmental organization that serves a specific ethnic or racial community that:
 - (A) focuses primarily on domestic violence, dating violence, sexual assault, or stalking to an identified ethnic or racial community
 - (B) Has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
 - (C) has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; **or**
 - (D) Obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration;

And:

- (E) Is primarily directed toward racial and ethnic minority groups; **and**
- (F) Is providing services tailored to the unique needs of that population

- ☞ **Victim Rights Notification Plan and Victim Centered Approach** – explain how all funded agencies inform and ensure victims of their rights and practice a victim centered approach.
- ☞ **Training Requirements Plan** – Have described how they will meet the training requirement for funded staff.

☐ **Goals and Objectives – Page 6**

- At least one goal and one objective are required for each discipline requesting funding
- At least one goal and objective for the whole team. (STOP TEAMS only)
If you have goals and objectives for the entire team only then you need to include activities for each funded agency
- At least one objective addresses the outreach for the identified underserved population(s).
- If requesting Sexual Assault Set Aside Funds must have at least one goal and objective which addresses what will be done.
- An activity, an outcome, and an implementation schedule are required for each objective.

☐ **STOP Team/Advisory Committee Members – Page 7**

- ☐ List of Members Provided (including all required core members)

☐ **Organizational Charts – Page 8**

Included both an organizational chart for each agency requesting funding. The chart also includes **(this is required information not submitting all below information means application will be returned)**:

- ☞ **Staff members**
- ☞ **Titles**
- ☞ **Salaries**
- ☞ **Source of salaries**

☐ **Hiring, Firing, and Grievance Procedures and Job Descriptions and Resumes– Page 9**

Hiring, Firing, and Grievance procedures, job descriptions, certificates, licenses and applicable resumes are provided for each agency and/or each staff requesting personnel funding.

- ☞ If requesting Sexual Assault Set Aside Funds the job description(s) must meet the requirements set forth in the Implementation Plan and by the West Virginians Against Violence Committee. (See enclosed Minimum Requirements for Sexual Assault Investigator and Sexual Assault Law Enforcement Overtime

☐ **Attachments A through C**

- ☐ List of Governing Board Members for Each Agency Requesting Funds
- ☐ **STOP Team Protocol Certification** with Original Signature of AO
(Team Applications Only)
- ☐ Victim Service Consultation Description **(State Agency Programs**



Only)

Appendix C-H

- ☐ **Appendix C**—System for Award Management Registration Form
- ☐ **Appendix D** – Standard and Special Conditions and Assurances
- ☐ **Appendix E** –Memorandum of Understanding (MOU) signed by all STOP Team Agencies/Members **(STOP Teams Only)**
- ☐ **Appendix F** –Support Letters **(State Agencies and New Applicants/Programs Only)**
- ☐ **Appendix G** - Proof of Non-Profit Status **(New Applicants Only):**
 - ☞ Articles of Incorporation with proof of approval by WVSOS Office
 - ☞ Certificate of Incorporation issued by the WVSOS Office
 - ☞ IRS Determination Letter
- ☐ **Appendix H** – STOP Team Application Development Documentation – Sign in sheet and documentation showing the STOP Team met in-person to develop their application